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| **Job Title** | *Assistant School Librarian* |
| **Reports to** | *School Librarian* |

**Job Purpose**

The Assistant Librarian will support the Librarian in the day to day running of the School Library. This will involve a variety of tasks, from organising resources, to promoting services to pupils and the College community. Also, the role will be key in promoting and maintaining an atmosphere that supports study, which will involve ensuring positive behaviour from the boys, as well as engaging with visitors, offering support and dealing with any queries in a pro-active manner.

**Key Tasks and Responsibilities**

* Assisting School Librarian in the management and development of the school library facilities and resources
* Assisting in the day-to-day running of the library and maintaining an atmosphere conducive to study
* Supervision and behavioural management of boys where necessary
* Assisting School Librarian in selection of book stock and other resource items
* Assisting in promoting and developing library awareness throughout the school
* Assisting in the delivery of programmes of inductions and information literacy
* Assisting as required in non-professional duties e.g. labelling, covering, repair and shelving of stock etc
* Assisting with the processing, classification and cataloguing of new stock on the Heritage Cirqa library management system
* Undertaking enquiry desk duties where necessary, including issuing and returns
* Assisting both pupils and staff with general, reference and IT enquiries
* Organisation of displays to promote library use
* Assisting in the departmental libraries should the need arise
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential;
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times.
* Good understanding and effective implementation of Child Protection procedures
* Commitment and promotion of equality, diversity & inclusion
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood.
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Library experience is extremely desirable and ideally would have been gained in a school environment
* Excellent communication and inter-personal skills
* Well-organised and efficient, with a strong attention to detail
* Ability to manage multiple tasks
* Ability to work as part of a team
* Knowledge, understanding and competence in IT
* Ability to manage and communicate with large groups of young people
* Behavioural management skills
* Learning support skills
* Ability to manage and disseminate information in a range of different media
* Knowledge of children’s literature and information sources
* Previous cataloguing experience highly desirable
* Energy, enthusiasm and initiative
* Flexibility
* Confidence in dealing with all members of the school and the wider community
* A professional qualification in librarianship is desirable but not essential

**Working Pattern**

* The Library is open from 8.30am – 6.30pm (7.30pm during summer term)
* Your working hours will be 35 hours a week. The hours of work are based on a shift rota, and would include working weekdays and Saturdays with an hour for lunch each day. Some flexibility is required as a response to peaks in workload.
* You will be working 43.6 weeks per year (38 weeks including 5.6 weeks paid holiday entitlement). You will be paid over 12 months.
* You must use all your entitlement (including any lieu days) during periods of school holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu.)
* Any remaining weeks, save as outlined in your annual leave provisions below, are deemed to be non-working weeks.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.